

# Vendor Contingency Planning Review

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Contingency Planning Review

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing efforts to ensure operational resilience, we are conducting a review of our vendor contingency plans. We value our partnership with your organization and would like to collaborate on this important initiative.

Please provide us with the following information by [Insert Due Date]:

- Overview of your current contingency plan
- Identification of potential risks and mitigation strategies
- Response and recovery procedures in case of service disruptions
- Regularity of plan testing and updates

Thank you for your attention to this matter. We look forward to your prompt response in helping us maintain effective contingency planning.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]